

# **Delta Regional Authority – Communications and Federal Affairs Intern**

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The Delta Regional Authority is a federal-state partnership that is congressionally mandated to help create jobs, build communities, and improve lives in the Delta region, which includes 252 counties and parishes in Alabama, Arkansas, Illinois, Kentucky, Louisiana, Mississippi, Missouri, and Tennessee. The Authority invests in projects that directly support community and economic development efforts for the Delta region through investments in basic public infrastructure, transportation, workforce development, small business and entrepreneurial development, health, and community leadership. Working alongside 44 local development districts as front-line project managers and local and state leadership, these investments by the DRA support job creation and community development.

**JOB TITLE:** Intern – Communications, Policy, and Federal Affairs

**POSITION LOCATION:** Washington, DC

**POSITION SUMMARY:** The intern will support the Public Affairs and Federal Affairs teams and provide assistance with any and all activities necessary to maintain and advance the needs of the Delta Regional Authority's public engagement of communities, stakeholders, partner agencies, and constituents. This role will encompass media relations, social media engagement, copy writing, and policy research. The incumbent will also provide support for partnerships between the Delta Regional Authority and other federal agencies.

## **DUTIES AND RESPONSIBILITIES**

The Intern is expected to possess the following skills, experience, and knowledge necessary to execute and deliver the following outcomes on time as specified by the Office of Public Affairs of the Delta Regional Authority (DRA):

- Data Management
  - Maintain DRA contact database and ensure updated information
  - Field contact information for groups not currently included in database
  - Update communications and federal affairs documents and pictures on agency's cloud-based server
- Communications and Policy Research
  - Conduct policy research and analysis to maintain policy briefing book for DRA leadership
  - Provide pertinent updates for Facebook and Twitter pages
  - Upload and format mass external communications
  - Assist in formatting, content development, and design of monthly e-newsletter and other DRA publications
  - Research opportunities to expand public following on Facebook and Twitter
  - Monitor daily news for relevant news topics that can be featured on DRA website and social media sites

- Update website with new content and make any necessary changes for policy and programs
- Federal Affairs
  - Support Federal Affairs office in maintaining correspondence with partnerships and programs with other federal agencies
  - Policy research to support future programs with federal partners
  - Field news articles relevant to DRA policy areas to be used in weekly policy briefings
- Routines
  - Assist DRA staff in DC with administrative forms and processes
  - Take part in any administrative meetings or interagency meetings to ensure follow-up by DRA staff
- Performs other duties as assigned.

**QUALIFICATIONS:**

**EDUCATION:** Enrollment in a degree program or a Bachelor’s Degree from a four-year accredited college or University or related experience

**EXPERIENCE:** Demonstrated experience in government affairs, communications, and/or economic development a plus.

Working knowledge of Microsoft Office and general computer operations; experience with Adobe Creative Suite, website management tools, and social media applications preferred.

Experience living, working, or studying in one of the eight states in the DRA footprint.

**PHYSICAL REQUIREMENTS:**

Reasonable accommodations will be made to enable individuals with disabilities to perform the following essential functions.

- (1) Audio-visual discrimination and perception sufficient to: (a) make accurate observations; (b) read and write; (c) operate assigned equipment; and (d) communicate effectively with others
- (2) A mental capacity for: (a) sound decision-making and exercising good judgment; (b) evaluating and interpreting the implementation of DRA established rules and regulations.
- (3) A physical condition appropriate to the performance of assigned duties and responsibilities which will include but may not be limited to the following: (a) standing, walking, sitting for extended periods of time; and (b) use of hands and fingers or adaptive equipment to safely operate assigned equipment.

**COMPENSATION: Internship is paid; \$14/hour, 40 hours per week.**

**HOW TO APPLY:** Resume, cover letter, and two writing samples should be emailed to [jobs@dra.gov](mailto:jobs@dra.gov) by 5 p.m. Central Time on the application deadline. In subject line, please reference “DRA Internship” and clarify semester, year, and preferred office location. You will receive an email confirming receipt of your application within 48 hours.